SECURITY COOPERATION INFORMATION PORTAL (SCIP)

Creating Requisition Ad Hoc Query

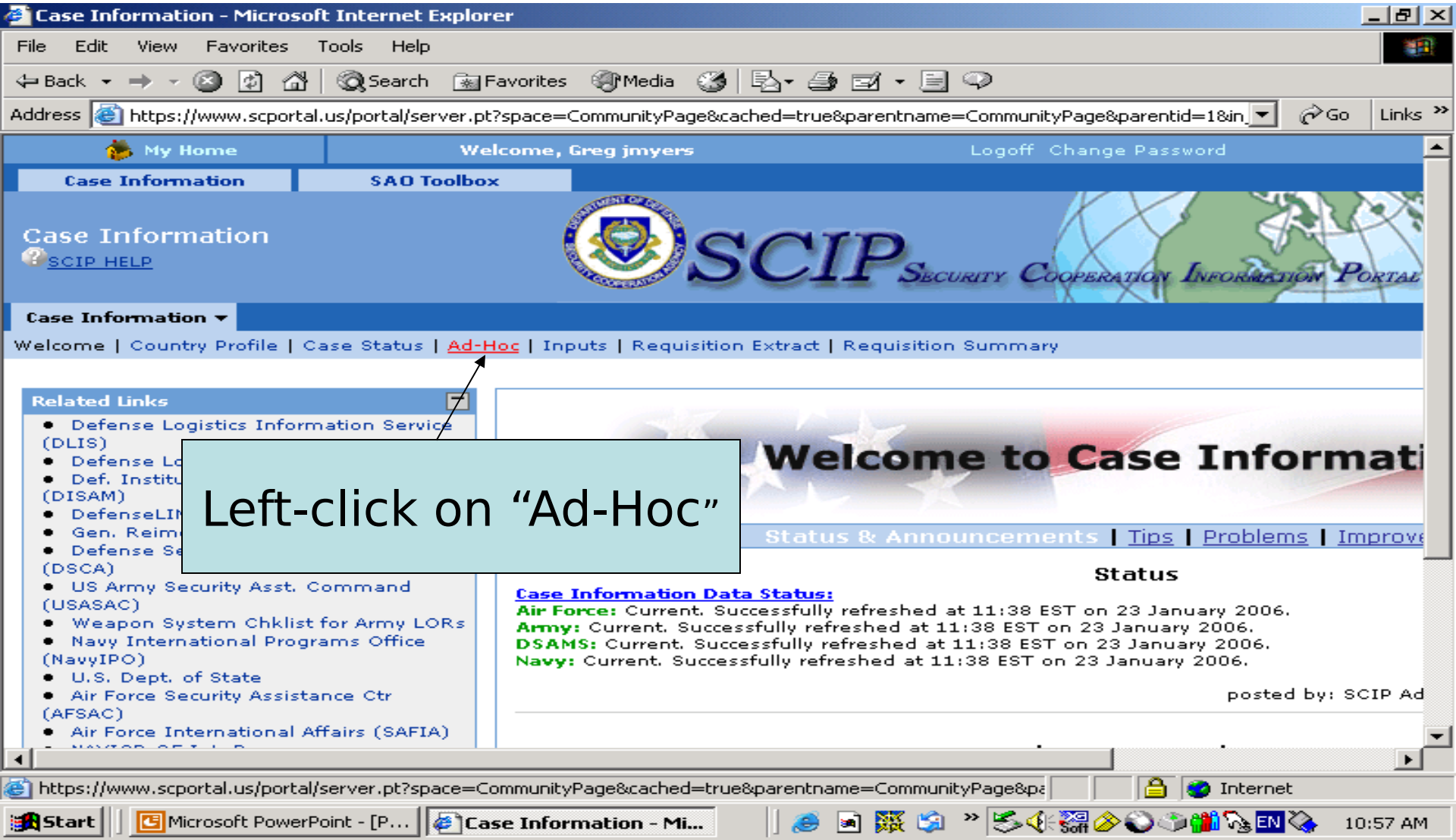
-By NSN

-By Document Number

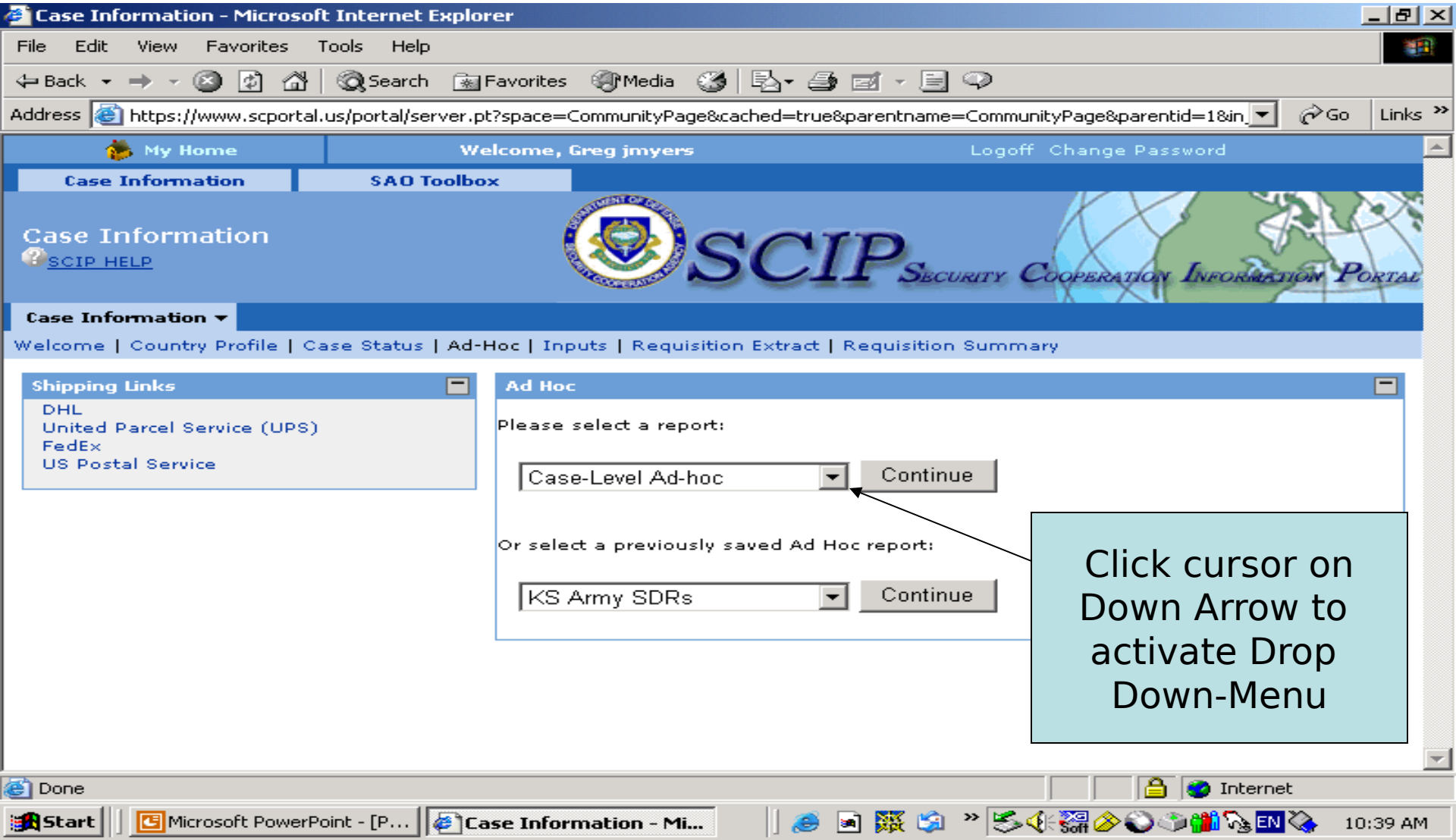
-By Case

-Et Cetera

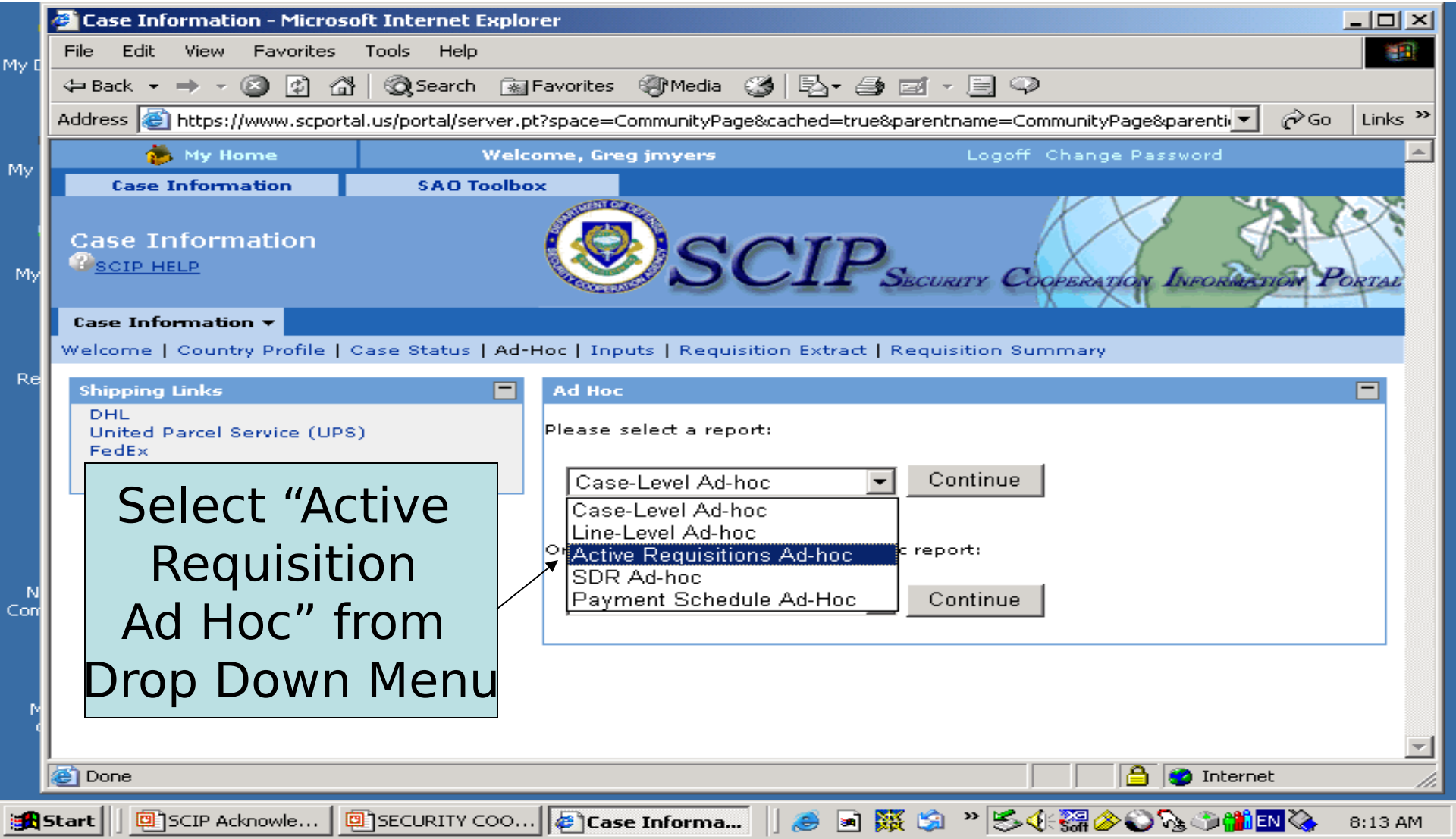
Initial Welcome Screen


Case Information - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt?space=CommunityPage&cached=true&parentname=CommunityPage&parentid=1&in
Go Links
My Home
Welcome, Greg jmyers
Logoff Change Password
Case Information
SAO Toolbox
Case Information
SCIP HELP
SCIP Security Cooperation Information Portal
Case Information
Welcome | Country Profile | Case Status | Ad-Hoc | Inputs | Requisition Extract | Requisition Summary
Related Links
Defense Logistics Information Service (DLIS)
Defense Institute (DISAM)
Defense Security Cooperation Agency (DSCA)
US Army Security Asst. Command (USASAC)
Weapon System Chklist for Army LORs
Navy International Programs Office (NavyIPO)
U.S. Dept. of State
Air Force Security Assistance Ctr (AFSAC)
Air Force International Affairs (SAFIA)
Left-click on "Ad-Hoc"
Welcome to Case Informati
Status & Announcements | Tips | Problems | Improve
Status
Case Information Data Status:
Air Force: Current. Successfully refreshed at 11:38 EST on 23 January 2006.
Army: Current. Successfully refreshed at 11:38 EST on 23 January 2006.
DSAMS: Current. Successfully refreshed at 11:38 EST on 23 January 2006.
Navy: Current. Successfully refreshed at 11:38 EST on 23 January 2006.
posted by: SCIP Ad
https://www.scportal.us/portal/server.pt?space=CommunityPage&cached=true&parentname=CommunityPage&pa
Internet
Start
Microsoft PowerPoint - [P...
Case Information - Mi...
10:57 AM

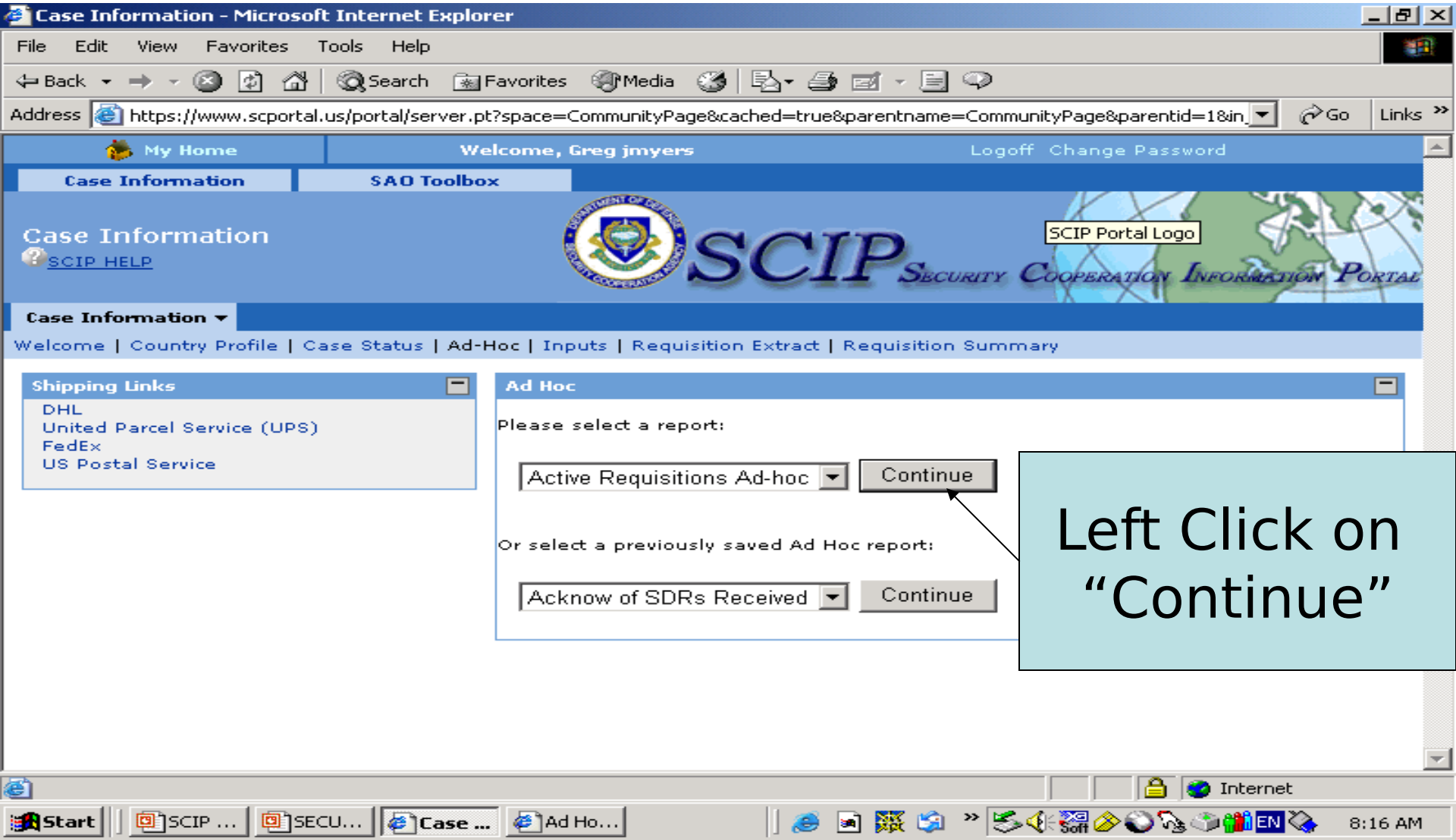
Ad Hoc Query Screen



Select Report “Active Requisition Ad Hoc”



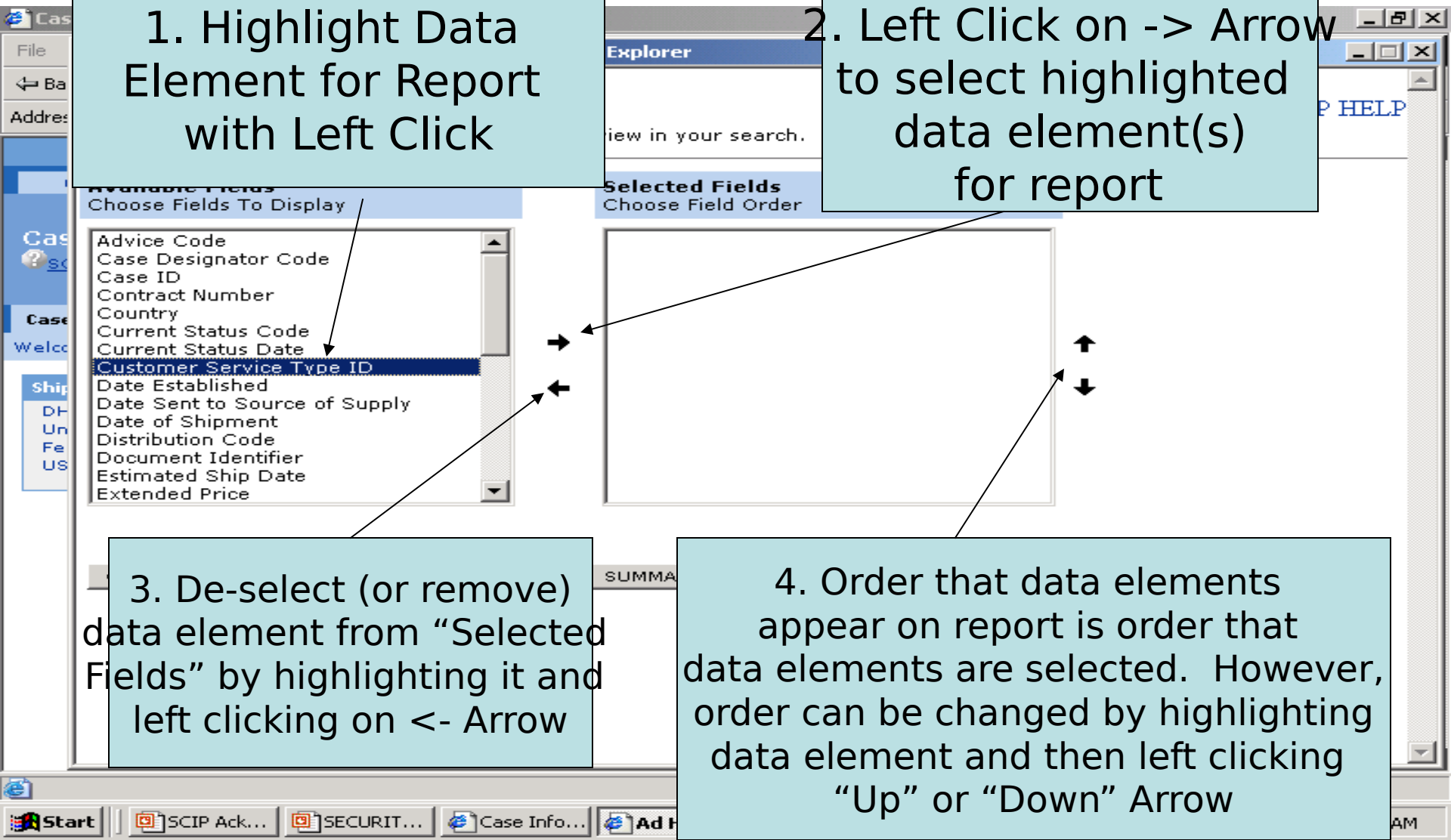
Select Report Continued



Selecting Data Elements for Report

1. Highlight Data Element for Report with Left Click

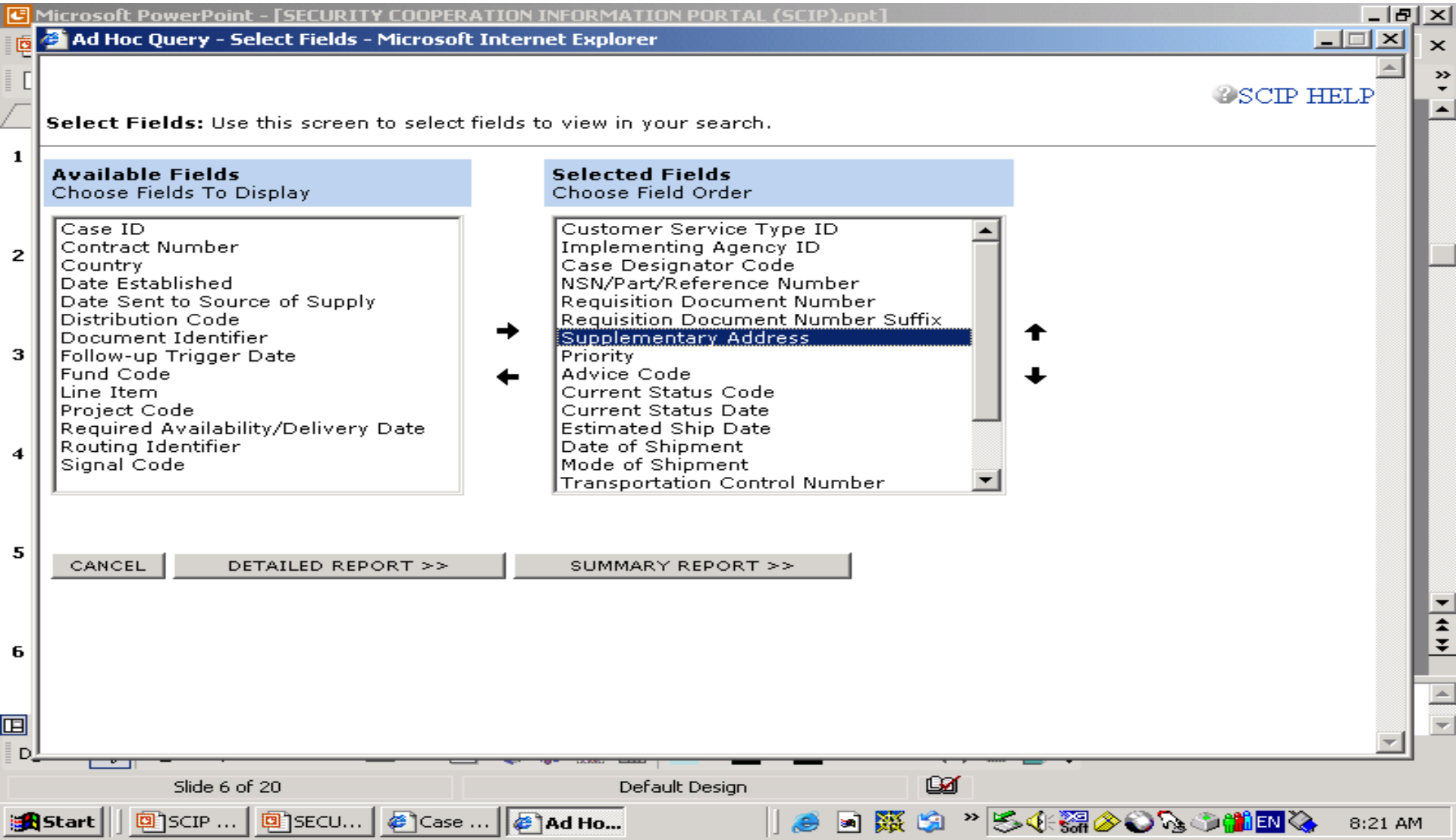
2. Left Click on -> Arrow to select highlighted data element(s) for report



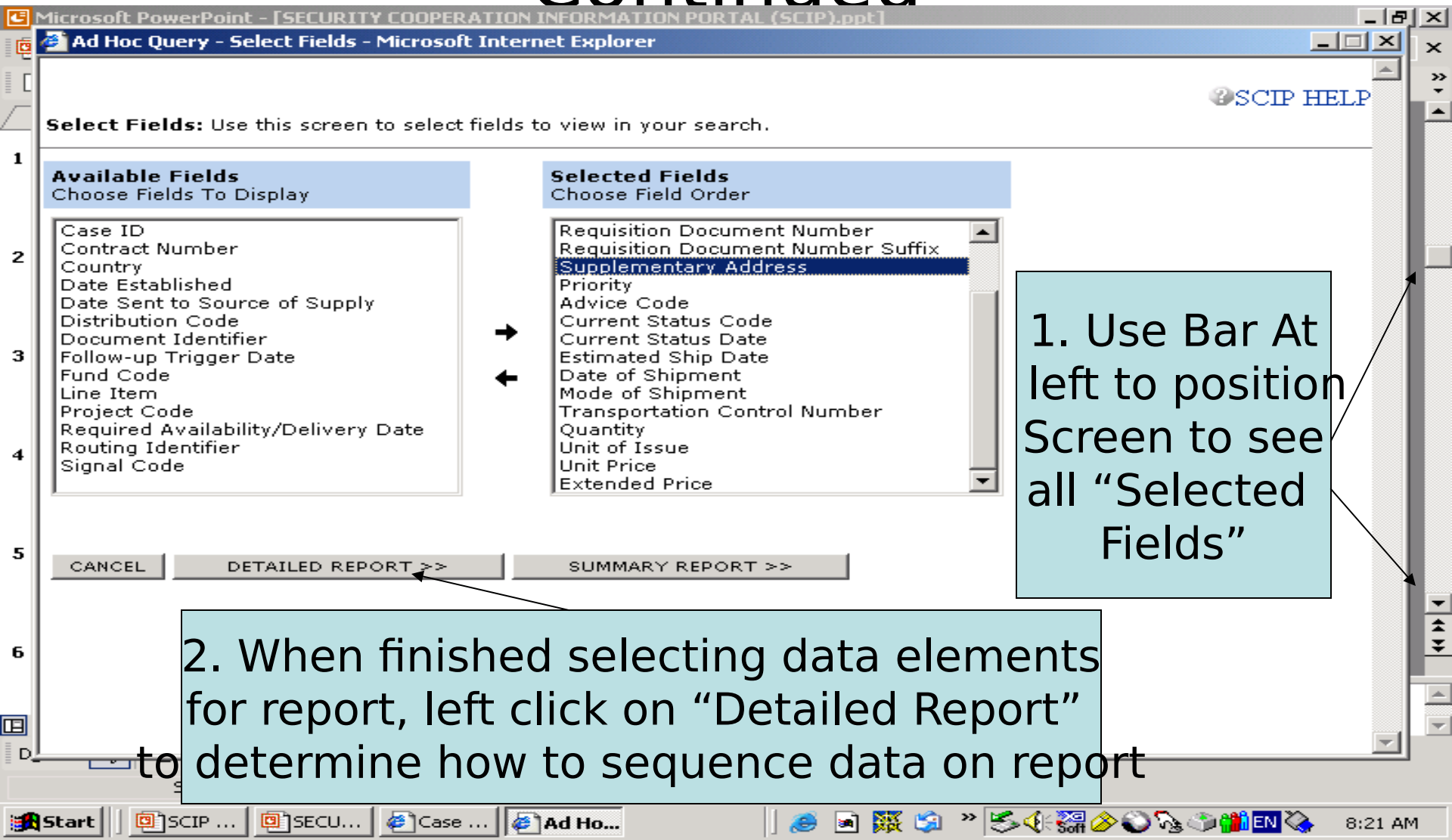
3. De-select (or remove) data element from “Selected Fields” by highlighting it and left clicking on <- Arrow

4. Order that data elements appear on report is order that data elements are selected. However, order can be changed by highlighting data element and then left clicking “Up” or “Down” Arrow

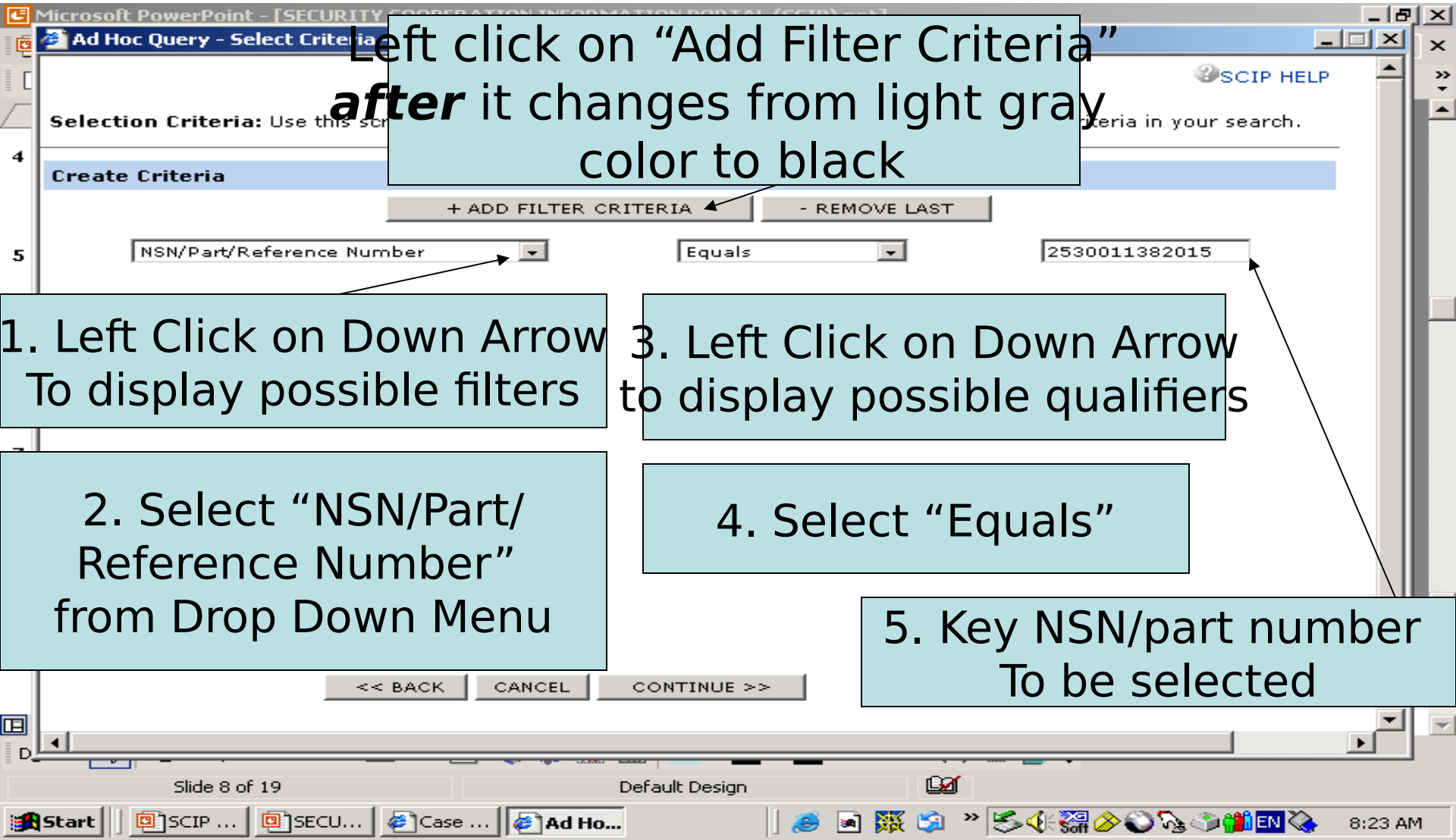
Typical Data Elements for Requisition Type Report



Typical Data Elements for Requisition Type Report, Continued



Selection Criteria



Alternative Requisition Related Ad Hoc Queries

- For a **specific Document Number**
  - Select Filter Criteria “Requisition Document Number”
  - Select Filter Qualifier “Equals”
  - Key in applicable Document Number
- For all active requisitions for a **specific LOA**
  - Select Filter Criteria “Case Designator Code”
  - Select Filter Qualifier “Equals”
  - Key in applicable Document Number
- For all active requisitions for a **specific Federal Supply Class** (e.g., 5331 for O-Rings, 6140 for Rechargeable Batteries, or 9150 for Oils and Greases)
  - Select Filter Criteria “NSN/Part/Reference Number
  - Select Filter Qualifier “Starts With”
  - Key in applicable Federal Supply Class (First 4 Digits of NSN)

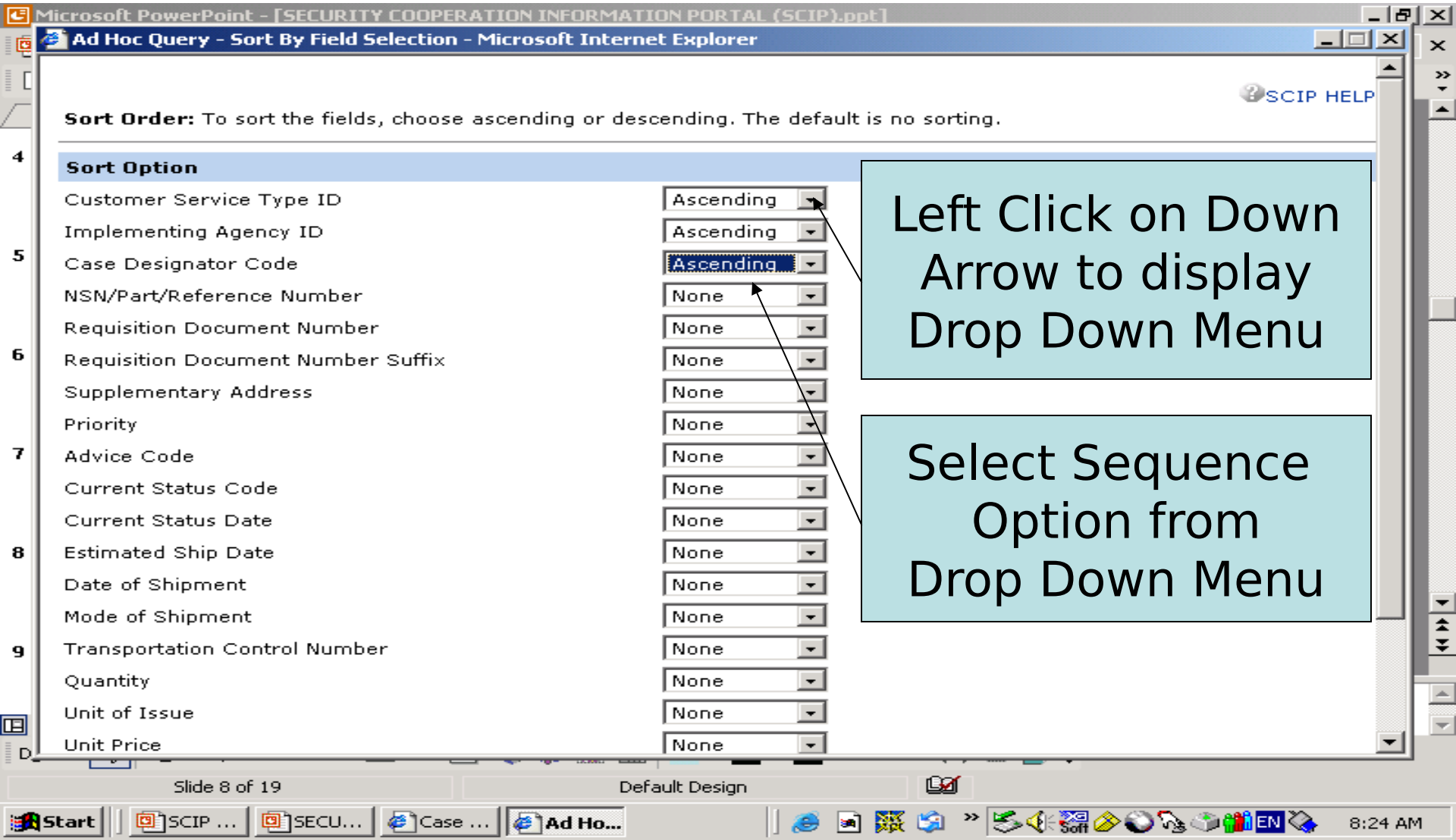
Alternative Requisition Related Ad Hoc Queries, Continued

- For all requisitions which shipped in certain timeframe (e.g., last month)
  - Select Filter Criteria “Date of Shipment”
  - Select Filter Qualifier “Is Greater Than or Equals”
  - Key in starting date in mm/dd/yyyy format
  - AND Left Click on Add Filter Criteria
  - Accept Default “And” logic box to left of Filter Criteria
  - Select Filter Criteria “Date of Shipment”
  - Select Filter Qualifier “Is Less Than or Equals”
  - Key in ending date in mm/dd/yyyy
- Additional qualifiers such as specific LOAs or In-Country Service Codes, etc, can be added to above query (or any query) as needed

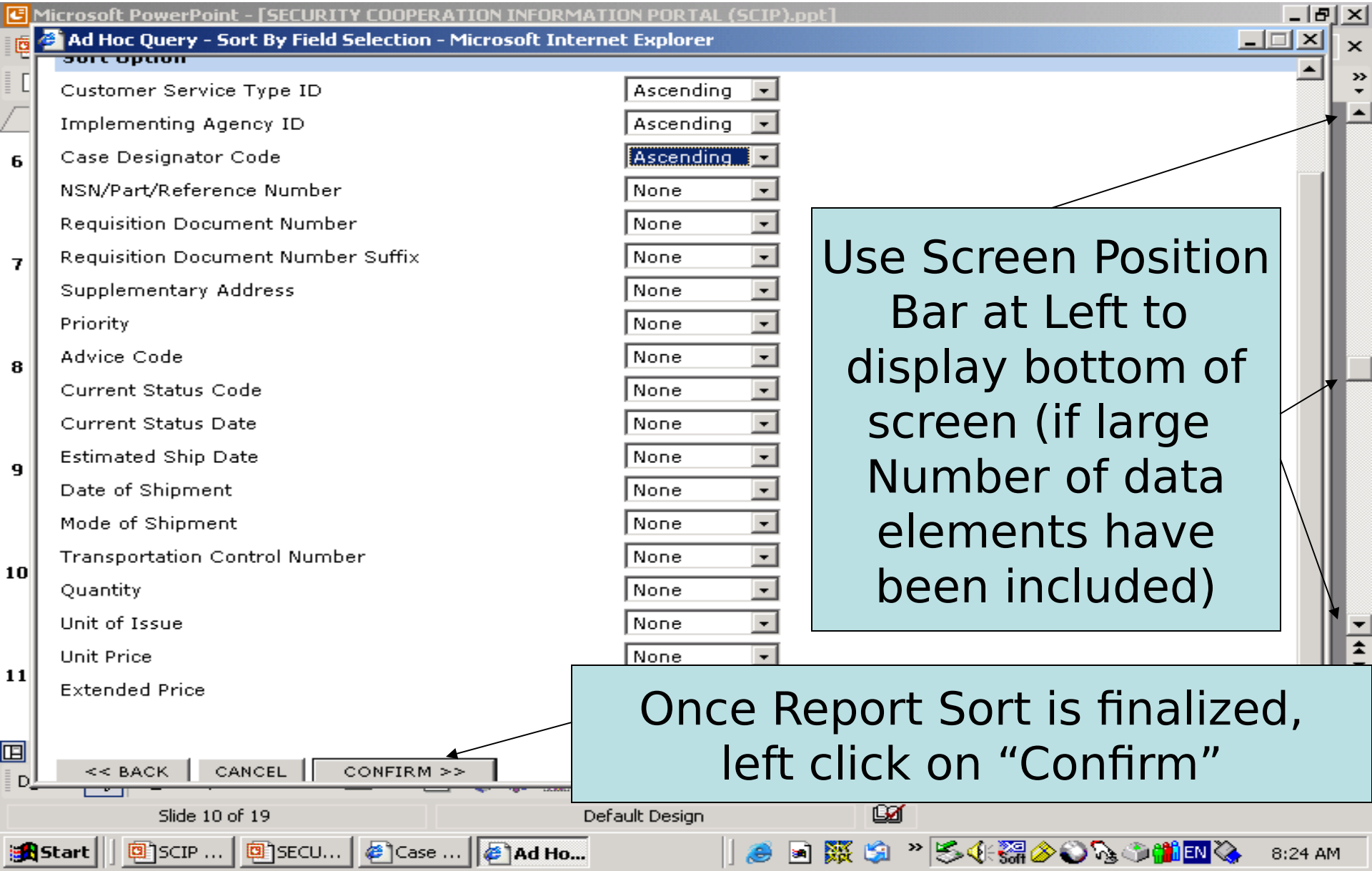
Alternative Requisition Related Ad Hoc Queries, Continued

- Other queries can be created, as needed, for specific country requirements
  - Such as specific Project Coded requisitions (e.g., Project Code “HSP” for Fair Share Sustainment Program)
  - Requisitions in a specific Status Code (i.e., BB - Back Order) more than 12 Months or with an Estimated Ship Date greater than 1 year in future
- **You define the requirement per your information needs** and **save the query if needed in the future**

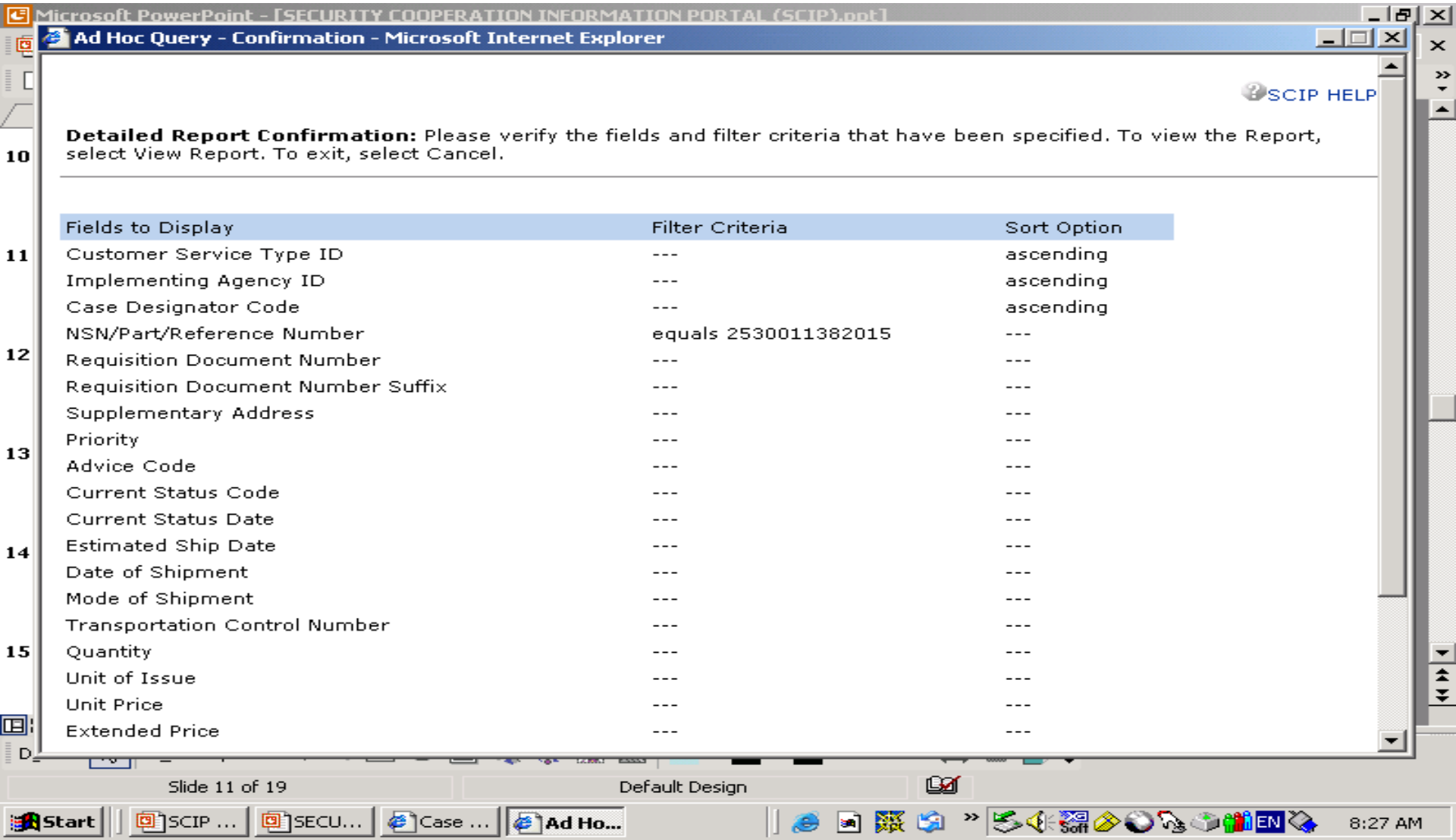
Report Data Sort



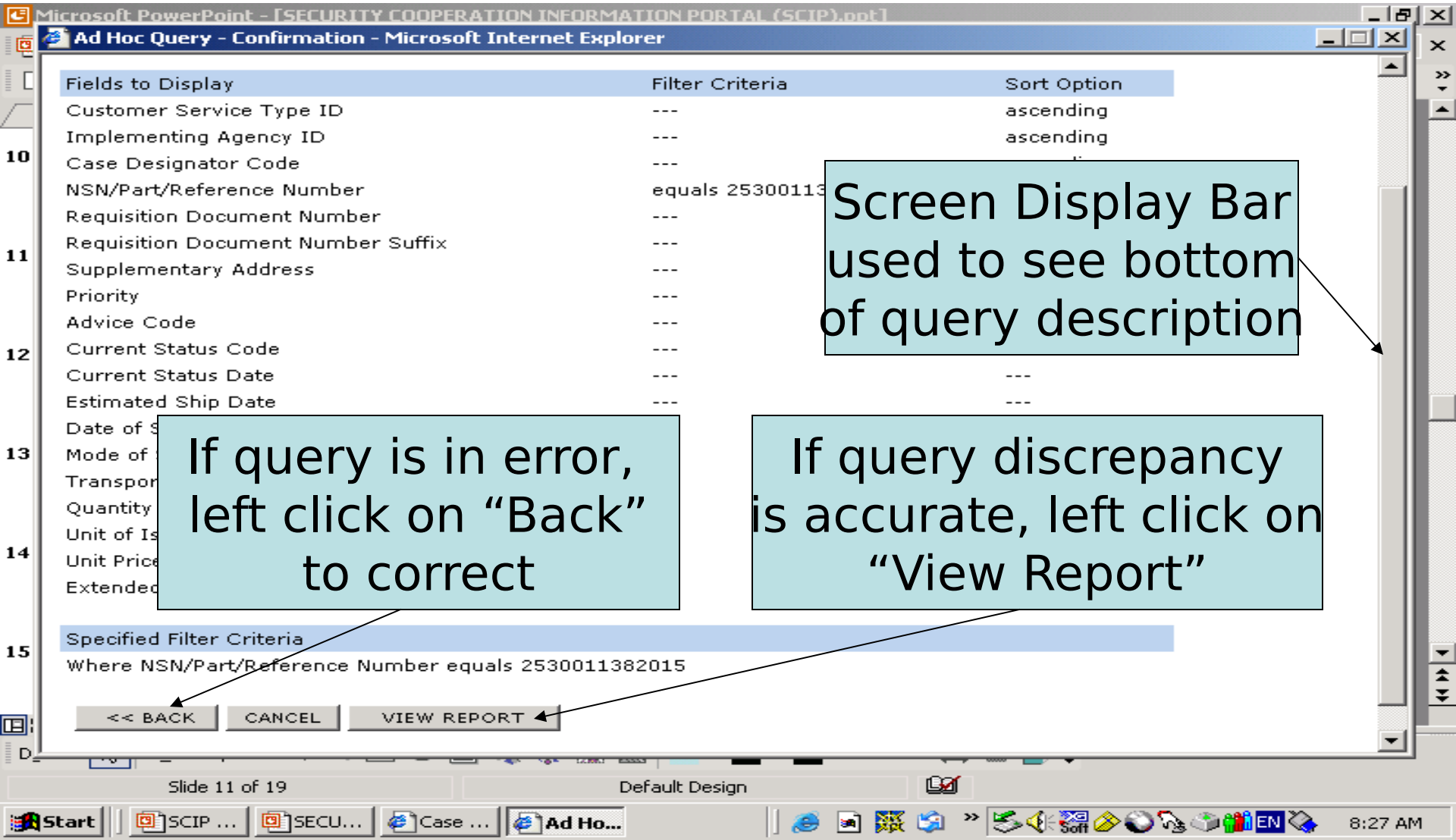
Report Sort, Continued



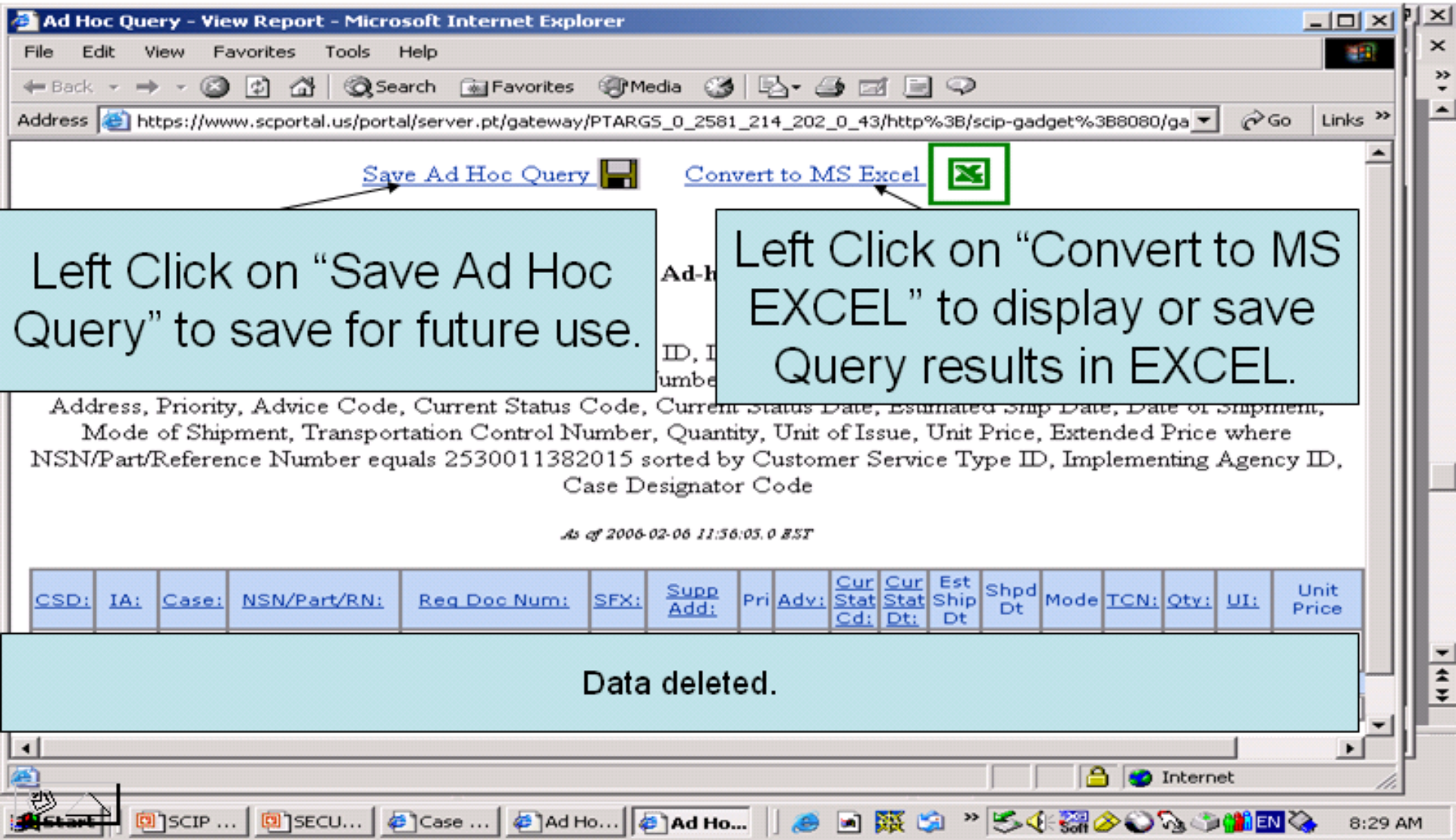
Confirmation of Query Detail


Microsoft PowerPoint - [SECURITY COOPERATION INFORMATION PORTAL (SCIP).ppt]
Ad Hoc Query - Confirmation - Microsoft Internet Explorer
SCIP HELP
Detailed Report Confirmation: Please verify the fields and filter criteria that have been specified. To view the Report, select View Report. To exit, select Cancel.
Fields to Display | Filter Criteria | Sort Option
Customer Service Type ID | --- | ascending
Implementing Agency ID | --- | ascending
Case Designator Code | --- | ascending
NSN/Part/Reference Number | equals 2530011382015 | ---
Requisition Document Number | --- | ---
Requisition Document Number Suffix | --- | ---
Supplementary Address | --- | ---
Priority | --- | ---
Advice Code | --- | ---
Current Status Code | --- | ---
Current Status Date | --- | ---
Estimated Ship Date | --- | ---
Date of Shipment | --- | ---
Mode of Shipment | --- | ---
Transportation Control Number | --- | ---
Quantity | --- | ---
Unit of Issue | --- | ---
Unit Price | --- | ---
Extended Price | --- | ---
Slide 11 of 19
Default Design
Start
SCIP ...
SECU...
Case ...
Ad Ho...
8:27 AM

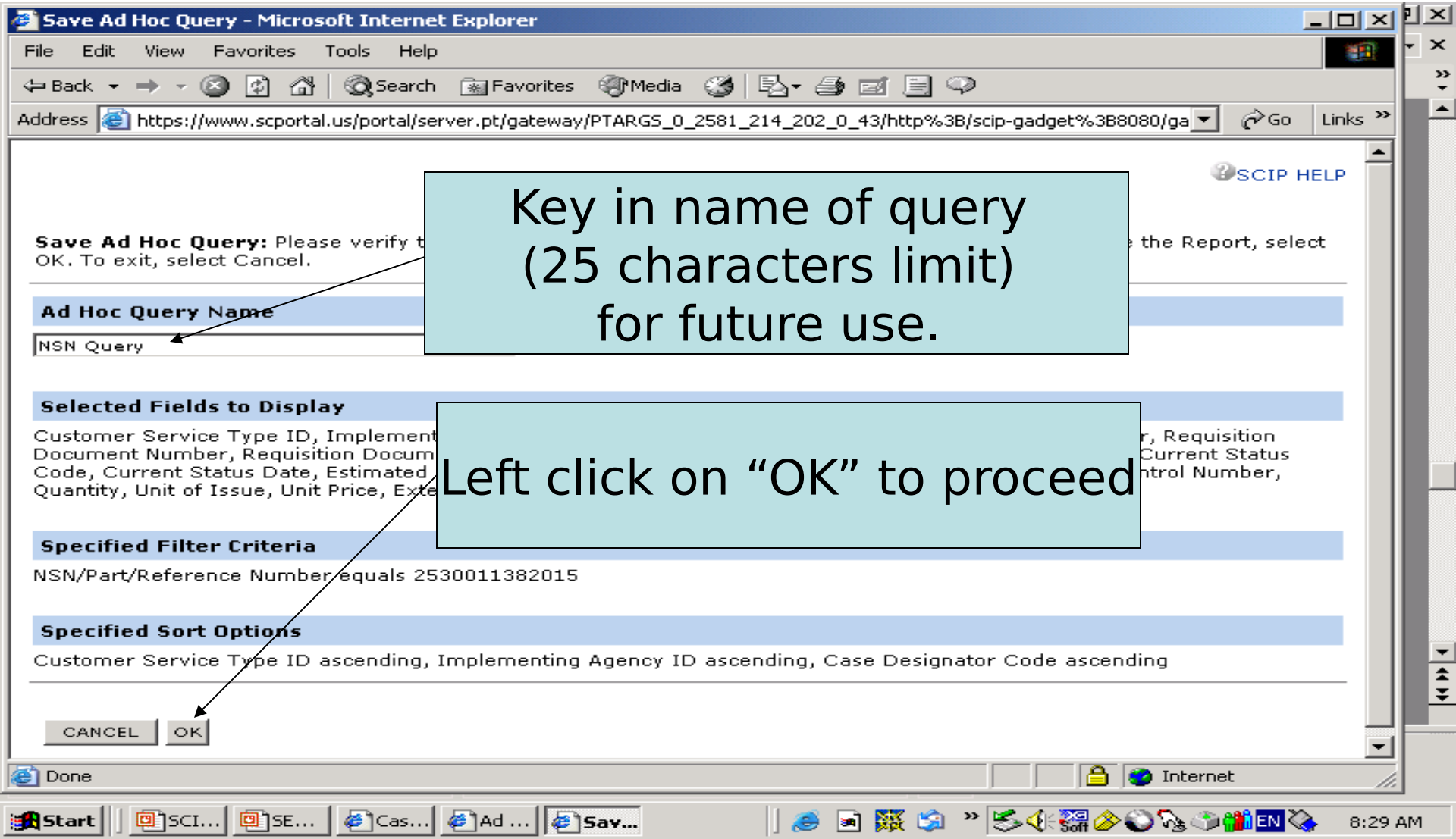
Confirmation of Query Detail, Continued



Report Display


Ad Hoc Query - View Report - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.scportal.us/portal/server.pt/gateway/PTARGS_0_2581_214_202_0_43/http%3B/scip-gadget%3B8080/ga
Go Links
Save Ad Hoc Query
Convert to MS Excel
Left Click on "Save Ad Hoc Query" to save for future use.
Left Click on "Convert to MS EXCEL" to display or save Query results in EXCEL.
Address, Priority, Advice Code, Current Status Code, Current Status Date, Estimated Ship Date, Date of Shipment, Mode of Shipment, Transportation Control Number, Quantity, Unit of Issue, Unit Price, Extended Price where NSN/Part/Reference Number equals 2530011382015 sorted by Customer Service Type ID, Implementing Agency ID, Case Designator Code
As of 2006-02-06 11:56:05.0 EST
CSD: IA: Case: NSN/Part/RN: Req Doc Num: SFX: Supp Add: Pri Adv: Cur Stat Cd: Cur Stat Dt: Est Ship Dt Shpd Dt Mode TCN: Qty: UI: Unit Price
Data deleted.
Internet
Start
SCIP ... SECU... Case ... Ad Ho... Ad Ho...
8:29 AM

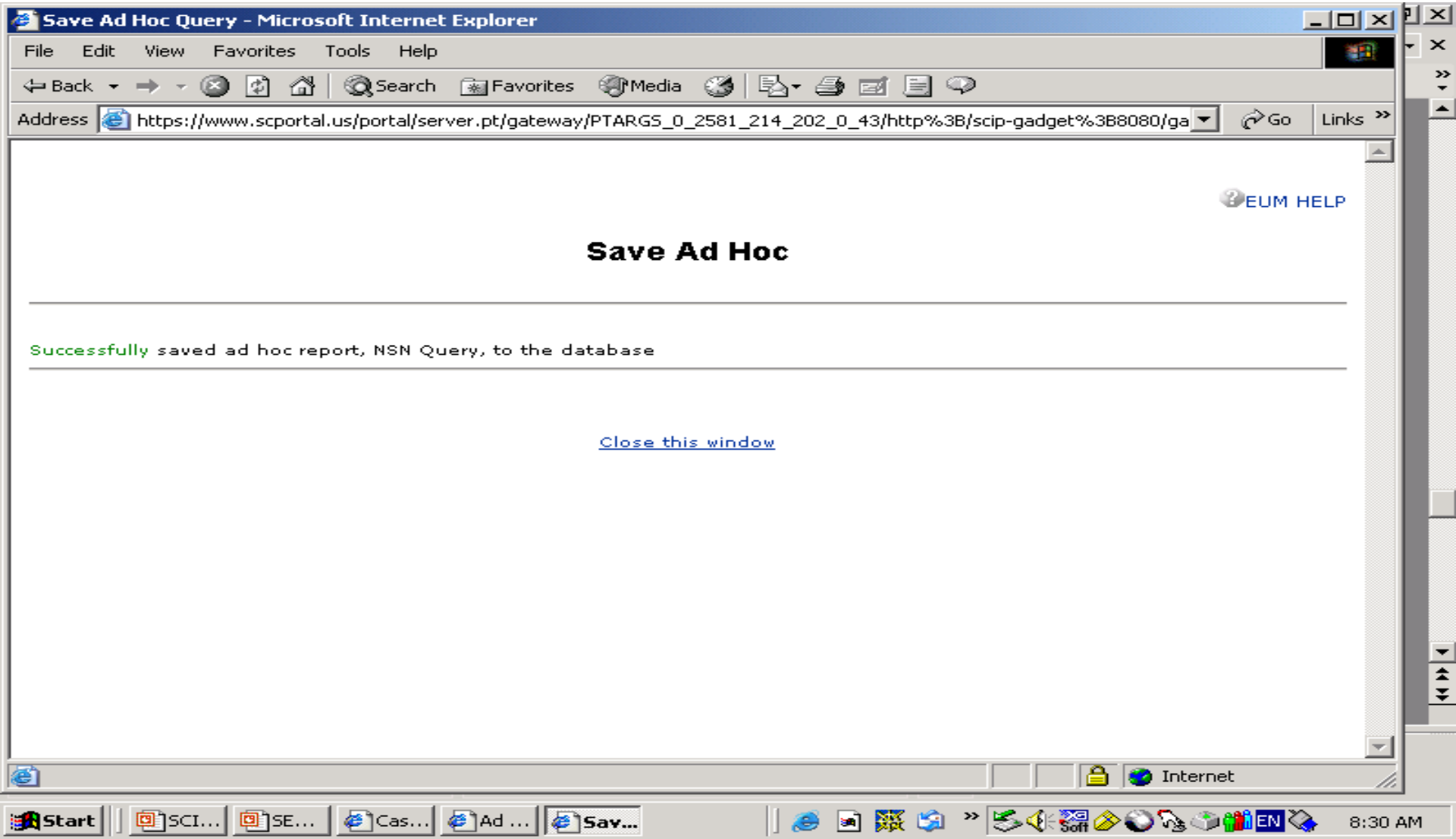
Save Query Screen



Key in name of query (25 characters limit) for future use.

Left click on “OK” to proceed

Saved Query Confirmation



MS EXCEL File Access